

Stop the Sabotage!

When it comes to your career,
are you your own worst enemy?



Stop the sabotage! Get out of your own way – and get ahead at work – with these fresh ideas.

In this guide, you will learn:

- what Imposter Syndrome is, and how to overcome it
- how to reverse negative thoughts and attitudes
- the importance of developing a long-term career plan
- how learning new skills can help you stop self-sabotaging
- the importance of mentors
- ...and more

Signs of Career Self-Sabotage

Many people engage in sabotaging behavior without even knowing it. Some signals that you might be standing in your own way when it comes to success are:

- Missed deadlines
- An exaggerated sense of modesty
- Putting down the accomplishments of others
- Continually working on overdrive
- Perfectionism
- Worrying what others think
- Failing to follow through
- Refusal to admit mistakes
- Resisting change
- A sudden desire to withdraw

If some or all of these sound like you, then you are likely the biggest detriment to your own success. You have the skills, the talent and the drive to succeed, now it's time to get out of your own way and start down the path towards achieving your goals and dreams.



○ ***I got that promotion because I was lucky.***

**MY BOSS PUT ME IN CHARGE OF THIS PROJECT
BECAUSE I HAPPENED TO BE AVAILABLE.** ○

○ I guess they made me a manager because I've been here for 10 years.

Overcome Imposter Syndrome

When something good happens to you at work, do you find yourself making “excuses” as to why you were given more responsibility? **Imposter syndrome** – the idea that success is undeserved – is a common feeling for many people.

In truth, you have earned your new responsibilities! If you find yourself suffering from Imposter Syndrome, get yourself out of it by:

Identifying the problem. Did you receive a promotion over someone with more experience? Are you convinced you got a project lead because of lucky timing? Write down the core reason for your feeling.

Talking about it with someone you trust outside of work. This “outsider” can shed objective light on the reasons your fears are irrational.

Reviewing your achievements. Go through your awards, accolades, and achievements over the years to remind yourself just how far you've come.

Thinking about your leaders. Your boss and other leaders are competent people who don't make mistakes or bestow responsibility lightly.

Imposter syndrome is common, but you can move past it. Don't let it keep you from taking the next step in your career.



Change Your 'Tude From Negative To Positive

Even the most successful people have thoughts like, "I'm stupid," or "I'll never figure this out." What separates successful people, however, is their ability to overcome a negative mindset and focus on the positive.

Turn your 'tude around by:

Monitoring self-talk. When a negative thought pops into your head, immediately ask yourself, "Am I being reasonable?" The answer is most often, no. Then, focus on your strengths to shine a positive light on the problem.

Leaving failures in the past. Learn from their mistakes, but don't dwell on them. Rather than saying to yourself, "I'm so stupid for leaving that information out on my report," try, "I made a mistake, like everyone does. I will make a note to double-check my report for that information next time."

Embracing affirmations. Negative self-talk on repeat in your brain? Use positive affirmations. Keep a document on your desktop to refer to when you're feeling down. Load it with positive statements about your skills, experience and personality. Repeat them to yourself to banish the negative and replace it with positive.

Negative thoughts impact your ability to perform. Focus on the positive and your attitude – and, ultimately, your success – will be within reach.



IF YOU WANT TO LIVE A HAPPY LIFE, TIE IT TO A GOAL, NOT TO PEOPLE OR THINGS.

– ALBERT EINSTEIN

Develop a Long-Term Plan

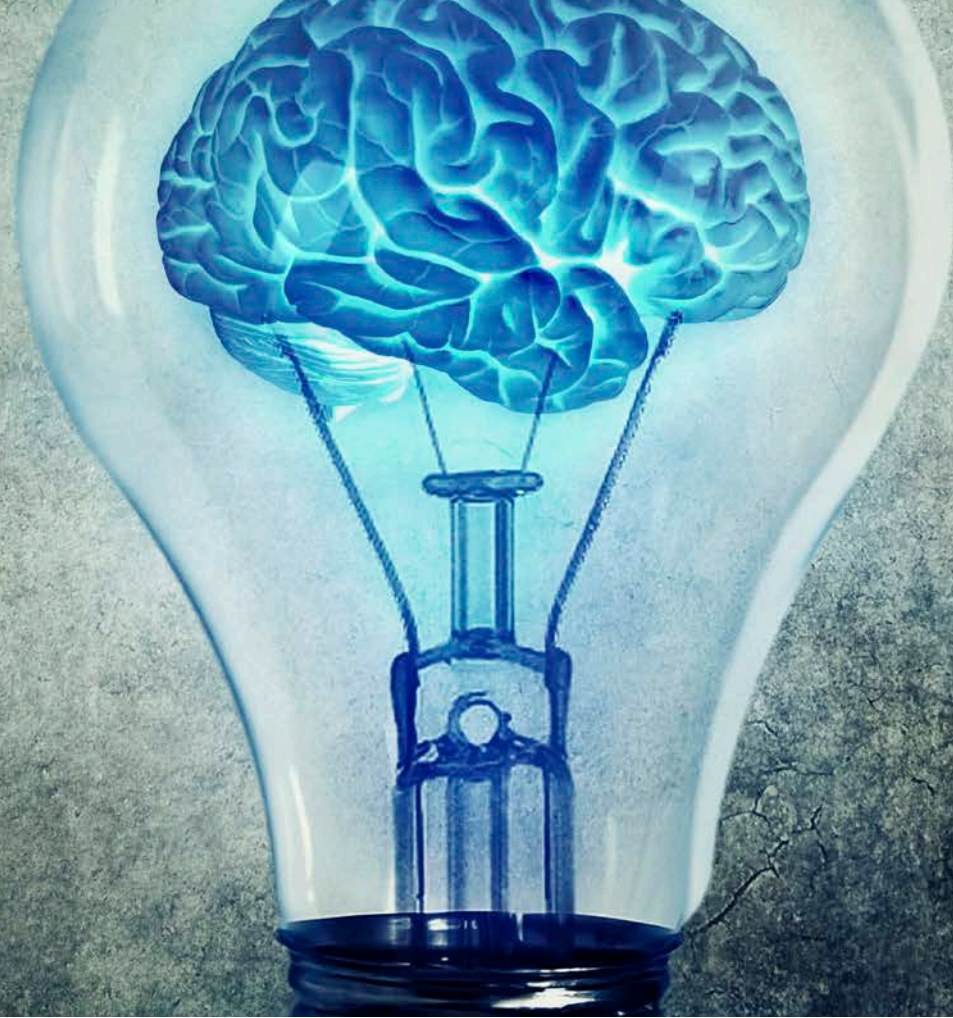
Career success depends upon strategic goal-setting, but goals can also have a powerful impact on your happiness at work and can reduce self-sabotaging behavior.

Setting long-term goals allows you to develop a plan for your career, giving you the motivation to keep going (and not give up) despite obstacles or setbacks.

To create a long-term goal and career plan:

- Write down your ultimate goal.
- Break that goal down into short-term goals.
- Prioritize those short-term goals.
- Break each short-term goal down into specific steps. For example, if you are aiming to achieve a certification by the end of the year, the steps might be: 1) Research classes 2) Sign up for classes 4) Schedule the exam 5) Take and pass the exam
- Revisit your plan at the end of every week to keep yourself focused and to pat yourself on the back for your achievements.

As you achieve your short-term goals, take time to reward yourself with something fun. Celebrating your small successes will help you stay motivated.



Get Smart(er)!

Learning new things about your field is a great way to re-energize your passion for your work, and get you in the frame of mind that you deserve good things from your career.

Taking the initiative to grow your skills is also a savvy way to catch the eye of your bosses – for the right reasons.

You don't necessarily have to go back to college or spend a lot of money. You can learn new things by:

- Asking your boss to cross-train you on other jobs and responsibilities.
- Shadowing other employees.
- Attending conferences, seminars and lectures.
- Engaging with thought leaders on blogs and social media.
- Subscribing to trade publications and blogs.
- Reading industry-related books (remember – the library is free!)
- Taking classes or pursuing certifications.

Use your short- and long-term goals to guide the learning choices you make today.



Discover The Magic of Mentors

Working with a mentor is an effective way to accelerate your career development. Your mentor can help guide you through important decisions, present you with new opportunities to learn, and act as a sounding board when you feel yourself falling into a rut.

An effective mentor will help you:

- Objectively assess both your strengths and your weaknesses.
- Help you plan your long-term path.
- Challenge you to achieve your short-term goals.
- Find new opportunities to advance your skills and gain experience.
- Grow your network.
- Determine the right time to go after new opportunities.

Mentors can also help you identify self-sabotaging behavior you might not even see within yourself. Who can you turn to as a mentor this year?



Get Yourself an Inside Man (or Woman)

Sometimes people sabotage themselves at work because they just don't know what other opportunities are out there in the market. Working with a professional recruiter is an effective (and free) way to determine where your skills and experience can take you.

A great recruiter will provide you with:

- Honest feedback on your skills, experience, work history and resume.
- An accurate assessment of the salary you can command in the market.
- An inside line on job opportunities that may not be open to the general public.
- New ideas on where you can take your career today, and in the future.
- Feedback on every interview they send you on to help you improve.

If you are ready to stop the sabotage and start achieving your career goals, contact your local staffing or recruiting firm today.